



Department: Department Of The Interior

Agency: Office of the Secretary of the Interior

Job Announcement Number:
OST-CM-07-MM142333

Overview

Secretary (OA) GS-318-5/6

Salary Range: 28,862.00 - 41,823.00 USD
per year

Series & Grade: GS-0318-05/06

Promotion Potential: 6

Who May Be Considered:

Status Candidates (Merit Promotion Elig)

Job Summary:

The DOI is seeking its current employees who are motivated to move up within the agency and who share a passion for our country's most valuable resources.

Open Period: Wednesday, May 30, 2007
to Wednesday, June 13, 2007

Position Information: Full
Time Career/Career Conditional

Duty Locations: 1 vacancy - Albuquerque
& Kirtland AFB, NM

This position is ONLY open to current Office of the Special Trustee employees serving under a competitive service career or career conditional appointment and current Office of the Special Trustee employees who are eligible for a non-competitive appointment may apply.

The Office of the Special Trustee for American Indians (OST) has an administrative vacancy in its Albuquerque office where someone just like you is needed! If you pride yourself on having sharp clerical skills and a keen organizational ability, then your abilities can be put to good use working directly under the Trust Reform Officer on the Special Projects Staff.

This demanding position will strengthen all of your skills including editing and composing documents, making travel arrangements, and providing friendly service to callers and visitors. You will be relied upon to be the center key of the office, so please consider this challenging and rewarding career with OST.

This Secretary position provides direct support to the Division of Records Management Operations Chief. You will be responsible for managing day-to-day administrative functions to ensure the smooth operation of the office. Duties include typing, reviewing, and proofreading documents and correspondence; coordinating purchasing and travel arrangements; receiving and screening telephone calls and visitors; maintaining the Officer's personal calendar; and overseeing records for timekeeping and personnel actions.

A minimum typing speed of 40 words per minute is required (see Minimum Qualifications).

This position serves the U.S. Department of the Interior; Office of the Special Trustee for American Indians; Office of Trust Records; Division of Records, Policies, Procedures and Training located in Albuquerque, New Mexico.

This is a permanent career, career-conditional appointment open to all Office of the Special Trustee employees. Relocation expenses will NOT be paid. Indian preference applies to the filling of this position, which may be in the Excepted Service if filled by an Indian under a Schedule A appointing authority.

Key Requirements:

- Current OST Employee Status

Duties

Major Duties:

Serve as personal assistant to the Division Chief to facilitate office automation and provide administrative assistance in day-to-day operations. Specific duties include:

- Providing clerical support for the execution of the Special Projects Staff.
- Typing, reviewing, and proofreading documents and correspondence.
- Interpreting statistical and narrative reports, charts, letters, and memoranda including analytical reports and administrative documents.
- Receiving and screening telephone calls and visitors, handling most routine inquiries without referral to the supervisor.
- Coordinating all purchasing and travel arrangements within applicable federal regulations.
- Maintaining various recordkeeping in electronic databases and timekeeping systems.
- Organizing the office, including filing and personal scheduling for the supervisor.

If selected at the GS-05 grade level, you will perform the duties

above under closer supervision and will receive instructions that are more detailed for your area of responsibility. As you become more independent in carrying out assignments, the level of supervision will gradually be reduced.

Qualifications and Evaluation

Qualifications:

GS-5:

To qualify for the GS-5 grade level you must meet one of the three following requirements for this position.

1. At least one full year of specialized experience equivalent to at least the GS-4 grade level. Specialized experience is defined as at least one FULL year of administrative work in direct support of one or more senior staff members. Duties must have included responsibility for screening telephone calls and visitors; composing and editing a variety of office documents, featuring experience with document and spreadsheet creation software; and general clerical and office support performed in an assistance role.
2. Four full years (120 semester hours) of education above high school at an accredited post-secondary institution;
3. A qualifying combination of both education and experience to total 100% of the requirement.

You must send transcripts with your application if you are using education to qualify (option #2 or #3).

GS-06

All qualified applicants for this position MUST possess one or more years of specialized experience (equivalent to the GS-05 level). Specialized experience is defined as at least one FULL year of administrative work in direct support of one or more senior staff members. Duties must have included responsibility for screening telephone calls and visitors; composing and editing a variety of office documents, featuring experience with document and spreadsheet creation software; and general clerical and office support performed independently under minimal supervision.

The ability to type at least 40 words per minute is required

for both grade levels.

REQUIREMENTS

You must meet all qualification requirements outlined within this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time-in-Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information regarding this requirement and the form, please visit http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html

How You Will Be Evaluated: EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine whether you meet the minimum qualifications for this position.

VETERANS' PREFERENCE: Veterans' preference does not apply to jobs open only within an agency. Do not send your veterans' documentation.

CTAP PREFERENCE: If you are a displaced Interior employee who is eligible for the Career Transition Assistance Program (CTAP), you may apply for special selection over other candidates for this position. *Please see the Frequently Asked*

Questions section for more information.

INDIAN PREFERENCE: Preference in filling this vacancy is given to minimally qualified Indian candidates in accordance with the Indian Preference Act of 1934. (Title 25, U.S.C. Section 472.) **Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference, following the instructions under How to Apply.** This position may be in the excepted service, if filled by an Indian Preference eligible. *Please see the Required Documents section and the Frequently Asked Questions under "Benefits/Other" for more information.*

Benefits and Other Information

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

Other Information:

FREQUENTLY ASKED QUESTIONS

What is Indian Preference?

First priority for this position is given to minimally qualified **Indian preference** eligibles. The ONLY acceptable documentation is the BIA-4432. Applicants who have properly submitted the BIA-4432 and who meet the minimum qualifications for the position are referred to the hiring manager before any other applicants. To properly submit your application, be sure to answer Yes to the question that asks "Are you eligible for Indian preference?" During the rating process, it will be determined under what hiring authority you are eligible. Candidates with career federal status will be referred under merit promotion procedures. Applicants without federal status are generally eligible for Schedule A appointments to the excepted service, though may be eligible for a competitive appointment in some circumstances.

What documentation should I submit if I am applying under merit promotion procedures?

You must submit an **SF-50** "Notification of Personnel Action" that reflects career or career-conditional tenure AND your **most recent Performance Appraisal**.

Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a **full performance level** of GS-6 or higher, you will need to submit an SF-50 verifying that full performance level.

What information should I submit to apply for a VRA or 30% disabled veterans' appointment or for veterans' preference?

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference or are applying for a VRA appointment, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference or a 30% disabled veteran appointment, you must attach an SF-15 ("Application for 10-Point Veterans' Preference") plus the proof required by that form. Veterans' preference will NOT be awarded if proper documentation is missing.

Additional information on veterans' preference can be found here:
<http://www.opm.gov/veterans/html/vetguide.asp>

What information must I submit to verify my eligibility for appointment under Indian preference?

Form BIA-4432 is the only acceptable documentation. This form must be submitted separately from your application package by faxing it directly to 703-787-1465. Because of the sensitive nature of the document, it is necessary for us to separate it from your application material.

What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

How can I apply for priority consideration under CTAP regulations?

If you are an eligible Career Transition Assistance Program (CTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be **rated at 90** or above on the rating criteria for this position. CTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Career Transition Services, please visit OPM's website at: http://www.opm.gov/rif/employee_guides/career_transition.asp

How to Apply

How To Apply:

Please read all of the instructions below before completing the occupational questionnaire.

This office uses Application Manager to collect information and documents during the application process. Use of Application Manager is required unless reasonable accommodation is requested via the contact phone number below. If this is your first time using Application Manager, please create a user account and save your password. You will be able to re-access Application Manager over the course of this vacancy to verify receipt of documents, print the answers to your questionnaire, and to check the status of your application. These steps take you through the process:

1. Prepare a resume and save it as a file on your computer (Step 1b below) OR you may use a resume saved in the *USAJobs Resume Builder* (Step 1a below).

1a) If your resume is going to come **from** the USAJOBS Resume Builder, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Occupational Questionnaire you complete and Submit **from this session**, not to any Questionnaires you may already have saved or submitted. **IMPORTANT:** Simply saving a resume in your USAJOBS account does NOT link it to this job application – you must follow these instructions for it to be received. An agency HR representative will not have access to your USAJOBS account to view your resume unless it is linked.

1b) If you already have a resume saved as a file on your computer, then you may proceed directly to the Occupational Questionnaire at this link:

Link to the Occupational Questionnaire: [Online Questionnaire](#)

If you used the Resume Builder in Step 1a, it is not necessary to return to this link. You will be led directly to the Online Questionnaire in the Application Manager after completing your work in the Resume Builder.

***Note for ALL resumes:** If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. Failure to comply may prevent you from qualifying for this position.*

Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link:

<http://www.opm.gov/forms/pdfimage/of0510.pdf>

2. After you have completed the Occupational Questionnaire, you must click both Finish and Submit. Your Occupational Questionnaire is *not* processed – and your resume is *not* attached – until you click the *Submit* button, even if USAJOBS says it sent your resume.

You will receive an email notification when your questionnaire is submitted properly.

If you *Submit* more than one Qualifications Questionnaire for this position, the most recent Questionnaire *Submitted* will be the one that is used. Therefore, it is important for you to complete it in its entirety.

3. You will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-50's, transcripts, veterans' preference documents, Schedule A documents, etc.). If you do not have your supporting documents available electronically, you may fax them separately by following the directions below; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information. Please follow the means of submission listed; documents received by email to the help desk contact address listed will NOT be attached to your application.

4. Be sure to submit all other required documents (see the "Required Documents" section below).

TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD ADDITIONAL DOCUMENTS AFTER APPLYING:

- If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.
- If you have saved an incomplete Occupational Questionnaire you may finish it by returning and logging in to Application Manager:
<https://applicationmanager.org/>.
- To upload additional documents after you have already applied you would also return and log in to Application Manager at:
<https://applicationmanager.org/>. This option is accessible only until the close date of the announcement.

HOW TO PROPERLY FAX YOUR DOCUMENTS:

1. Complete the following fax cover page (the Vacancy Identification Number is MM142333): <http://staffing.opm.gov/pdf/usascover.pdf>
(if you do not use this cover page, your documents will not be received)
2. Fax your completed cover page and documents to **478-757-3144**
3. ***Exception for Indian Preference ONLY:** As stated in the Required Documents section, your form BIA-4432 MUST be faxed to (703) 787-

1465 because of its sensitive nature. Do NOT upload or fax this document with the rest of your application package.

TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:

1. To verify receipt of your documents, please return and log in to Application Manager at: <https://applicationmanager.org/>.
2. Select Vacancy Identification Number MM142333
3. You will see a list of all uploaded and faxed documents that we have received from you for this position. Though your uploaded documents appear immediately, **please allow at least two business days for your faxed documents to appear**. If they have not appeared after two business days, you may need to resubmit them.

Required Documents:

In addition to your resume and questionnaire, the following documents are required for this position:

1. **SF-50(s) as required**
2. **Recent performance appraisal**
3. **Transcripts (ONLY if there is a basic education requirement or you are substituting education for experience to qualify)**
4. **Indian Preference documentation (if applicable – Form BIA-4432)**

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.

Indian Preference eligibles: If you are an Indian claiming preference eligibility, please submit your completed BIA-4432 by the closing date of this announcement. Due the sensitive nature of this data, it must be faxed separately from your other application materials. **YOU MUST FAX THIS DOCUMENT ONLY TO: (703) 787-1465** and include the announcement number on the fax cover sheet. If your BIA-4432 does not arrive at this number, you will not receive preference.

NOTE: If you do not have Internet access, or require assistance with the application process, you must speak to the point of contact listed on this announcement PRIOR TO THE CLOSING DATE for assistance. If you are disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person. This decision will be made on a case-by-case basis.

ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT (Wednesday, June 13, 2007).

If you need further assistance, **after reading entirely through the How to Apply section**, please contact us prior to the close date of this announcement.

For questions on using the USAJobs website, please use the FAQs and Help buttons at the top of this screen. Most common questions can be answered within this site. **Do not send supporting documents to this address or the contact address below for this vacancy; the help desk specialist will not have access to your Application Manager account.**

Contact Information:

Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

Or write:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

What To Expect Next:

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement. You will receive notification as decisions are made, but you will have access to basic information on the status of your application by returning and logging in to <https://applicationmanager.org/>.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000



Questions?

For questions about this job:

Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

USAJOBS Control Number: 920173

